



## Engineering Department

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### MEMORANDUM

TO: FINANCIAL INSTITUTIONS, DEVELOPERS, ENGINEERS, SURVEYORS

FROM: ENGINEERING DEPARTMENT, GREENWOOD, INDIANA

DATE: FEBRUARY 13, 2007

RE: NEW LETTERS-OF-CREDIT (LOC) FORMAT

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If you obtain or assist in obtaining LOC to act as a performance guarantee or a maintenance guarantee for a project within the City limits of Greenwood, Indiana or in White River Township for sanitary sewers only; then please read this memorandum.

Attached are examples of both performance letter-of-credit and maintenance letter-of-credit formats that **MUST** be used if a project is associated with the City of Greenwood, Indiana. The major changes are with the maintenance letter-of-credit format, however, please use the attached format for the performance letter-of-credit also.

We apologize for this inconvenience and oversight on our part for the last several years. We hope that you will be able to adapt to these new formats that have been provided. These new formats can also be found "online" at the City of Greenwood, Indiana website: [www.greenwood.in.gov](http://www.greenwood.in.gov) under the engineering department area.

If you have any questions or comments about these changes, please contact either the engineering department at 317-887-5230 or the law department at 317-888-0494.

### **THESE NEW LETTER-OF-CREDIT FORMATS GO INTO EFFECT** **IMMEDIATELY**

Thanks for your understanding and cooperation.

Engineering Department  
City of Greenwood, Indiana  
225 South Emerson Avenue, Suite A  
Greenwood, Indiana 46143  
317-887-5230  
317-865-8242 (facsimile)

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